

July 13, 2010

**MINUTES OF A REGULAR MEETING OF
THE TORRANCE TRAFFIC COMMISSION**

1. CALL TO ORDER

The Torrance Traffic Commission convened in an adjourned regular meeting at 6:06 p.m. on Monday, July 13, 2010 in the West Annex meeting room at Torrance City Hall.

2. SALUTE TO THE FLAG

The Pledge of Allegiance was led by Commissioner Clouch.

3. ROLL CALL

Present: Commissioners Clouch, Galvin, Rische, Rudolph,
Tsao, Walter, and Chairperson Sargent.

Absent: None.

Also Present: Transportation Manager Semaan,
Project Manager Sedadi, and
Planning Associate Crump.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Tsao moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Galvin seconded the motion; a roll call vote reflected unanimous approval.

5 APPROVAL OF MINUTES

5A. MINUTES OF JUNE 7, 2010

MOTION: Commissioner Galvin moved for the approval of the June 7, 2010 meeting minutes as submitted. Commissioner Clouch seconded the motion; a roll call vote reflected unanimous approval.

6. ORAL COMMUNICATIONS #1

Chairperson Sargent explained the policies and procedures of the Traffic Commission, including the right to appeal decisions to City Council.

Ruben Ordaz, Del Amo Boulevard, presented a request for installation of a stop sign at the intersection of Del Amo Boulevard and Madrid Avenue due to the high volume of traffic, speeding, and pedestrian safety.

Transportation Manager Semaan responded that a signal would be installed at that intersection as a component of the Del Amo Extension Project. He advised that a

stop sign would not be considered on a major boulevard such as Del Amo Boulevard and offered to bring back a staff report on the status of the Del Amo Extension Project.

Mr. Ordaz also related the need for installation of signage banning truck traffic on Del Amo Boulevard between Crenshaw Boulevard and Van Ness Avenue.

Transportation Manager Semaan stated that this concern has been considered by City Council and advised that he would bring back their response.

Eleazar Ybarra, Del Amo Boulevard, expressed concern that the request for a controlled crossing at Del Amo Boulevard and Madrid Avenue has been going on for a number of years. He stated that there is no crosswalk and that it is unsafe for youth and senior citizens to cross the street to reach the Recreation Center and park.

Responding to Commissioner Rudolph's inquiry, Transportation Manager Semaan stated that Del Amo Boulevard is an arterial roadway, not residential, and that he does not anticipate the current speed limit of 35 miles per hour to change.

7. ITEMS UNDER CONSIDERATION

7a. CONTINUED COMMISSION WORKSHOP WITH LEN WOOD ON: ROLES OF RESPONSIBILITIES OF COMMISSION ON BEHALF OF COUNCIL AND DEVELOPMENT OF WORK PROGRAM

Mr. Wood stated that the purpose of this workshop would be to develop a Work Program and, due to the absence of three Commissioners at the May 3, 2010 Commission meeting, to present a summary version of the slide presentation that was provided at that meeting.

He defined Work Program items as special study topics that are in addition to regular Commission items. He recommended focusing on one to five topics with a timetable of 18 to 24 months. He stated that Commissioners would first review items suggested by Commissioners at the May meeting and then identify additional possible items. Suggested Work Program items were placed on the wall as follows:

- 1) Develop criteria for the beautification of park strips
- 2) Study traffic on Sepulveda Boulevard during peak hours
- 3) Inventory and evaluate synchronization of traffic signals
- 4) Develop an implementation program for total synchronization of traffic lights
- 5) Develop policy on street parking permits
- 6) Review policy on street light wiring regarding above ground or below ground
- 7) Review policy on street signage and markings to avoid an over-proliferation of markings
- 8) Develop criteria and implementation plan for conversion of present red/green light left turns to protective/permissive left turns
- 9) Study feasibility of adding a second left-turn lane from Crenshaw Boulevard south to eastbound Pacific Coast Highway

In response to Chairperson Sargent's inquiry regarding item 9), Transportation Manager Semaan advised that the improvement has been identified in the Citywide

Traffic Study but that it is a State controlled intersection and the City does not have street right of way. He advised that if right of way becomes available, implementing a second left-turn lane is at the top of their priority list. He added that Cal Trans would probably be amenable to the implementation because it is an improvement to their intersection.

Mr. Wood asked Commissioners to suggest any other goals for the Work Program.

Commissioner Sargent stated that the Commission does not have any set procedure how to handle concerns.

Transportation Manager Semaan advised how the Commission can request that staff bring back data as an informational item or direct staff to bring an item back as an action item.

Mr. Wood suggested that the following be added to the list of Work Program items:

10) Define guidelines for handling traffic requests and concerns

Transportation Manager Semaan suggested that staff bring forward the list of intersection improvements identified in the Citywide Traffic Study and have Commissioners prioritize them.

Commissioner Clouch suggested that the list also include who has jurisdiction over the intersections and the following was added to the list of Work Program items:

11) Prioritize listing of intersection improvements identified in Citywide Traffic Study

Commissioner Tsao suggested adding the following to the list of Work Program items:

12) Develop a tracking process of Commission concerns

Transportation Manager Semaan stated that staff is willing to provide updates but to understand that some issues are beyond their control and are tied to third parties.

Commissioner Galvin suggested and there was concurrence to remove items 4) and 9).

Mr. Wood gave each Commissioner five dots and asked that they place one dot on each of their five highest priority Work Program items.

The result of the tally showed the following five items as the five highest priority items: 10) Define guidelines for handling traffic requests and concerns (7 votes); 3) Inventory and evaluate synchronization of traffic signals (6 votes); 12) Develop a tracking process of Commission concerns (6 votes); 11) Prioritize listing of intersection improvements identified in Citywide Traffic Study (6 votes); and 5) Develop policy on street parking permits (5 votes).

Mr. Wood reviewed next steps: staff would prepare a draft document listing and explaining the five items, present it to the Commission for approval and, if adopted, transmit it to City Council for final adoption. He stated that often Commissions request a joint meeting with City Council to present a proposed Work Program. He noted that staff should include all suggested items for future consideration by the Commission.

Transportation Manager Semaan stated that this item would need to be continued to the October 2010 meeting because the August 2, 2010 Commission meeting would be devoted to the Seaside Ranchos holiday traffic circulation issue and the Commission would be dark in September 2010 due to Labor Day.

Chairperson Sargent asked staff to consider scheduling a Commission meeting in September 2010 on an alternate date.

Commissioner Clouch stated that he was pleased with the Work Program items that were selected as it is the area that has been missing since he has been on the Commission.

The Commission was in recess from 7:24 p.m. to 7:34 p.m.

Mr. Wood provided an abridged version of the presentation given to the Commission on May 3, 2010 regarding roles and responsibilities of a Commission. He discussed factors contributing to an effective Commission that include clarity of role and responsibilities, teamwork, handling influences of special interest groups, leadership of the chairperson, staff support, and homework. He stated that Torrance has a Council Manager Form of Government, noting that the Traffic Commission acts in an advisory capacity to City Council, formulates recommendations, functions as a group, and is the community eyes and ears. He reviewed what an advisory role includes and does not include, formal reporting relationships, staff responsibilities, and effective Commission-staff partnerships.

Chairperson Sargent commented that the City Attorney's advice seems at times to be in conflict with past practice and written word in the Commissioner Guide and Mr. Woods' Commissioner's Little Handbook. A general discussion centered on site visits, Commissioner participation in homeowners associations, and when Commissioners should recuse themselves from Commission meetings.

Mr. Wood stated that, although there may not be an actual conflict of interest, there may be a perceived conflict and that is what the City Attorney is trying to avoid. He stated that Commissioners are in special position and all other associations should be subservient to their role as Commissioner.

Commissioner Galvin maintained that it is important to follow the City Attorney's advice and to be 100% ethical.

Transportation Manager Semaan advised that the City Attorney has been invited to attend the August 2, 2010 Commission meeting. There was a brief discussion regarding scheduling a special meeting with the City Attorney before the regularly scheduled meeting, but staff pointed out that it would have to be open to the public. It

was determined that discussions with the City Attorney would take place during Oral Communications #1 or #2.

Mr. Wood reviewed Chairperson and Commissioner responsibilities and how audience issues should be handled. Different ways to enforce the three-minute public speaking rule was briefly discussed. He showed results of a survey of what audience members expect from a Commission and offered recommendations for successful interaction with the audience. He provided information regarding the City Council decision process and how Commissions communicate with City Council. He discussed key provisions of the Brown Act, gave examples of different kinds of serial meetings and vulnerable times, and discussed how to address non-agenda items. He concluded his presentation with examples of working as a team, group norms, positive and negative norms, and stages of team development.

8. ORAL COMMUNICATIONS #2

8a. Commissioner Rudolph expressed concern about the number of accidents at the intersection of 182nd Street and Hawthorne Boulevard and suggested that protected left turn phasing be considered for installation.

8b. Commissioner Rische stated that the City Attorney owes the Commission an explanation of why and under what conditions a Commissioner should recuse himself or herself.

9. ADJOURNMENT

MOTION: At 8:55 p.m., Commissioner Clouch moved to adjourn the meeting to August 2, 2010 at 7:00 p.m. in the West Annex meeting room. Commissioner Walter seconded the motion and, hearing no objection, Chairperson Sargent so ordered.

Approved as Submitted August 2, 2010 s/ Sue Herbers, City Clerk
